

Criteria for Performance Review of Humanities Teaching Staff
For the fiscal year 2016

Weights for different criteria (based on the university missions)

	Aspects of Work	Weight (percent)
1	Teaching	40
2	Research	15
3	Community services	15
4	Other responsibilities	15
5	General & working behaviors	15
	Total	100

1. Teaching¹ 100 points

1.1 Quantity (per week/per regular semester)² 50 points

≥ 15 hours	50 points
14 hours	47 points
13 hours	44 points
12 hours	41 points
11 hours	38 points
10 hours	35 points
9 hours	32 points
8 hours	29 points
7 hours	26 points
6 hours	23 points
5 hours	20 points
4 hours	17 points
3 hours	14 points
2 hours	11 points
1 hour	8 points
No teaching	0 point

¹ The teaching load and the students' evaluation scores of the 1st semester of the academic year (Aug.-Dec.) is used for the first review, and those of the 2nd semester of the academic year (Jan.-May) is used for the second review.

² If the number of the students in a group exceeds 50, different multipliers will apply as follows:

51-100 - 1.2. (e.g. a 3-hour course with 55 students → 3 x 1.2 = 3.6 hours/week),

101-150 – 1.4 (e.g. a 4-hour course with 120 students → 4 x 1.4 = 5.6 hours/week)

151 and over – 1.6 (e.g. a 3-hour course with 160 students 3 x 1.6 = 4.8 hours/week)

1.2 Quality**50 points**

(average score from all courses/sections, except the summer course, based on students' evaluation)

5.00	50	points
4.90 – 4.99	49	points
4.80 – 4.89	48	points
4.70 – 4.79	47	points
4.60 – 4.69	46	points
4.50 – 4.59	45	points
4.40 – 4.49	44	points
4.30 – 4.39	43	points
4.20 – 4.29	42	points
4.10 – 4.19	41	points
4.00 – 4.09	40	points
3.90 – 3.99	39	points
3.80 – 3.89	38	points
3.70 – 3.79	37	points
3.60 – 3.69	36	points
3.50 – 3.59	35	points
3.40 – 3.49	34	points
3.30 – 3.39	33	points
3.20 – 3.99	32	points
3.10 – 3.19	31	points
3.00 – 3.09	30	points
2.90 – 2.99	29	points
2.80 – 2.89	28	points
2.70 – 2.79	27	points
2.60 – 2.69	26	points
2.50 – 2.59	25	points
2.40 – 2.49	24	points
2.30 – 2.39	23	points
2.20 – 2.29	22	points
2.10 – 2.19	21	points
2.00 – 2.09	20	points
1.90 – 1.99	19	points
1.80 – 1.89	18	points
1.70 – 1.79	17	points
1.90 – 1.99	19	points
1.80 – 1.89	18	points
1.70 – 1.79	17	points

1.60 – 1.69	16	points
1.50 – 1.59	15	points
1.40 – 1.49	14	points
1.30 – 1.39	13	points
1.20 – 1.29	12	points
1.10 – 1.19	11	points
1.00 – 1.09	10	points
0.90 – 0.99	9	points
0.80 – 0.89	8	points
0.70 – 0.79	7	points
0.60 – 0.69	6	points
0.50 – 0.59	5	points
0.40 – 0.49	4	points
0.30 – 0.39	3	points
0.20 – 0.29	2	points
0.10 – 0.19	1	points
0.0 – 0.09	0	points

2. Research

100 points

Research Work	Points		
	Single researcher or co-researcher ($\geq 60\%$)	co-researcher (40-59%)	co-researcher (< 40%)
No research work	0	0	0
Has a topic	20	-	-
Has a topic developed from a community service project ³	25	-	-
Has a proposal approved by the dean ⁴ (personal funding)	40	30	20
Has a proposal developed from a community service project and approved by the dean (personal funding)	45	35	25
Has a proposal with a research grant $\leq 100,000$ baht $> 100,000$ baht	55 60	45 50	35 40
Has a proposal developed from a community service project with a research grant $\leq 100,000$ baht $> 100,000$ baht	60 65	50 55	40 45
Has a progress report (submitted to the research committee) ⁵	70	60	50
Has a finished report/paper (not yet published or publicized)	75	65	55
Has a finished report/paper integrated with teaching/earning or developed from a community service project (not yet published or publicized)	80	70	60
Has a finished paper presented at a conference that meets the criteria set by Commission of Higher Education (CHE) and has the full paper published in the conference proceedings National conference International conference ⁶	85 90	75 80	65 70
Has a paper published in a journal that meets the criteria set by CHE National journal International journal	95 100	85 90	75 80

³ The research project and the community service project must occur in the same fiscal year. The reviewee must show how the projects are related with each other.

⁴ screened by the Humanities Research Committee and approved by the dean

⁵ In case that a research proposal was used as research work in the previous review cycle – If a research progress report was used as research work in the previous review cycle and if the reviewee is to use a research progress report as research work again in the current review cycle, the report must show adequate progress from the previous progress report. This report must be reviewed by the research committee and approved by the dean. A research progress report can be used as research work for only two consecutive review cycles.

⁶ The criteria for the quality of a conference/seminar are based on the CHE Quality Assurance Handbook (B.E. 2557)

3. Community services	100 points
3.1 Community service projects⁷	50 points
- Serve as a committee member in a project	30 points
- Serve as head of a project	40 points
- Be a committee member of the project which integrates the project with a course or a research project	45 points
- Be a committee member of the project which Integrates the project with a course and a research project	50 points
3.2 Other types of community services⁸	50 points
- 8.01 hours ⁹ /week/semester	50 points
- 7.01 – 8.00 hours/week/semester	45 points
- 6.01 – 7.00 hours/week/semester	40 points
- 5.01 – 6.00 hours/week/semester	35 points
- 4.01 – 5.00 hours/week/semester	30 points
- 3.01 – 4.00 hours/week/semester	25 points
- 2.01 – 3.00 hours/week/semester	20 points
- 1.01 – 2.00 hours/week/semester	15 points
- 0.01 – 1.00 hour/week/semester	10 points
- 0.00 hours/week/semester	0 points
4. Other responsibilities¹⁰	100 points
Other responsibilities under comprise two parts (i.e. 4.1 and 4.2), 50 points each. Both types of responsibilities must be fulfilled.	
4.1 Volunteer work for the faculty and NU	50 points
4.01 hours/week/semester	50 points
3.51 – 4.00 hours/week/semester	45 points
3.01 – 3.50 hours/week/semester	40 points
2.51 - 3.00 hours/week/semester	35 points
2.01 – 2.50 hours /week/semester	30 points
1.51 – 2.00 hours /week/semester	25 points

⁷ In case of participating in more than one project, the scores can be combined but will not exceed 50 points.

⁸ Other types of community services include teaching the university's GE courses, hosting an academic radio show, reviewing an article or research article for publication, participating in the university's mobile unit, being a guest lecturer outside the faculty, or serving in the editorial board of a scholarly journal. See Appendix for an example of how the working hours can be calculated.

⁹ These are calculated working hours, not actual hours.

¹⁰ Other responsibilities include serving on different committees appointed by the department, faculty, or university, being students' academic advisors or advisors of students' clubs, etc. evaluated from dossiers, documents, or papers. In case of serving on a committee the working hours of which is not on a regular basis, only the number of actual working hours (e.g. meeting hours) should be reported. However, the maximum of working hours is 6 hours/day. See Appendix for an example of how to calculate the working hours.

1.01 – 1.50 hours /week/semester	20 points
0.51 – 1.00 hours /week/semester	15 points
0.01 – 0.50 hours /week/semester	10 points
0.00 hour/week/semester	0 points

4.2 Academic Development 50 points

Academic Development includes attending a conference/seminar/training, knowledge-management/sharing (KM) activities, etc. This portion of workload is divided into two parts, A and B, and both have to be fulfilled.

A. Quantity (number of hours attended)	25	points
- 3.01 hours/week/semester and over	25	points
- 2.51-3.00 hours /week/semester	22.5	points
- 2.01-2.50 hours /week/semester	20	points
- 1.51-2.00 hours /week/semester	17.5	points
- 1.01-1.50 hours /week/semester	15	points
- 0.51-1.00 hours /week/semester	12.5	points
- 0.01-0.50 hours /week/semester	10	points
- 0.00 hour/week/semester	0	points

B. Report of applying the knowledge received from the workshop/lecture, seminar/conference) for work¹¹ 25 points

Evidence of applying knowledge or skills received for work include the change of content in TQF 3, addition or modifications of content in teaching materials, report of change or improvement of teaching/learning during semester e.g. evaluation, teaching/learning activities, development of a research proposal based on the knowledge/skills received. Score assignment is based on the completion of the report to be assessed by the program administrative committee. (See Appendix) The assignment of points for this part is up to the completeness of the report as well as concrete evidence judged by the program administrative committee.

5. General and working behaviors**100****points**

A questionnaire will be used for this part of evaluation. Opinions from various groups will be collected and weighted as follows:

For those who are not academic advisors

	Evaluators	Weight (%)
1	Dean, associate deans, department chair, and associate chair (if available)	50
2	Colleagues (10 members in the same program/department as the reviewee) nominated by the reviewee ¹²	50
	Total	100

For those who are academic advisors

	Evaluators	Weight (%)
1	Dean, associate deans, department chair, and associate chair (if available)	40
2	Colleagues (10 members in the same program as the reviewee) nominated by the reviewee	40
4	Evaluation by the academic advisees (The total score of 5 from the five-point rating scale questionnaire will be transformed into 20 points.)	20
	Total	100

¹² In case that the program has fewer than 10 faculty members, all faculty members (excluding the reviewee) will be evaluators.

Conditions for extra points

- | | | |
|---|-----------|-----------|
| 1. Receive a national award | 1-5 | points |
| 2. Hold a community service project that generates income to the Faculty (serve as the head or member of the project) | | |
| 1,000 - 10,000 baht | 1 | point |
| 10,001 – 20,000 baht | 2 | points |
| 20,001 – 30,000 baht | 3 | points |
| 30,001 – 40,000 baht | 4 | points |
| 40,001 – 50,000 baht | 5 | points |
| 50,001 – 60,000 baht | 6 | points |
| 60,001 – 70,000 baht | 7 | points |
| 70,001 – 80,000 baht | 8 | points |
| 80,001 – 90,000 baht | 9 | points |
| > 90,000 baht | 10 | points |
| 3. Produce finished academic work as follows: | | |
| 3.1 Course book or systematic compilation of course materials | 3 | points |
| 3.2 Book or textbook (not yet evaluated) | 5 | points |
| 3.3 Book or textbook evaluated and approved by experts appointed by the university | | |
| Evaluation result | Good | 6 points |
| | Very good | 8 points |
| | Excellent | 10 points |
| 3.4 A paper published in a national journal (TCI – Tier 2) | 3 | points |
| 3.5 A paper published in a national journal (TCI – Tier 1) | 5 | points |
| 3.6 A paper published in an international journal approved by CHE | 10 | points |

The interpretation of the scores

The scores from all five parts will be combined, and the total score will be interpreted as follows:

90 and over	means	Excellent
80-89	means	Very good
70-79	means	Good
60-69	means	Fair
50-59	means	Improvement required
Below 50	means	Improvement urgently required

- The scores from the first and second semesters will be combined for the annual review.
- The contract of an instructor whose average evaluation in his/her first year is lower than 50 per cent will not be extended for the following fiscal year (starting October 1).
- An instructor who receives the score of lower than 60 per cent for two consecutive years will not be considered for contract extension for the following fiscal year (starting October 1).
- An instructor whose salary has not yet reached the ceiling rate are eligible for pay raise only when they receive the score of not lower than 70.

Schedule of Work Performance Review

1st semester (August 1 – December 31)

- | | |
|--------------------------------|----------------|
| 1. Submission of the portfolio | by December 30 |
| 2. Feedback of the review | by February 28 |

2st semester (January 1 – May 31)

- | | |
|--------------------------------|--------------------------|
| 1. Submission of the portfolio | by May 30 |
| 2. Feedback of the evaluation | by June 30 ¹³ |

¹³ In case that the contract will not be extended, the instructor will be informed at least three months before the current contract ends, that is, by June 30. (The contract usually ends on the last day of the fiscal year, i.e. September 30.)

Appendix

1. Teaching

- 1.1 The quantity of teaching includes only the courses offered by Humanities and excludes the course(s) that the instructor is invited to teach outside the faculty.¹⁴
- 1.2 Supervising an undergraduate thesis or a graduate thesis/independent study (IS) can be counted as teaching load.
 - Doctoral dissertation – 3 working hours/week
 - Master’s thesis – 2 working hours/week
 - Master’s IS and undergraduate thesis – 1 working hour/week.
- 1.3 The quality of teaching is evaluated by the average score received from the students’ evaluation from all courses.
- 1.4 Teaching load and other responsibilities that are based on school semesters (e.g. teaching, being an academic advisor) can be counted for **16 weeks**. (That is, 16 is used as the divider.)

2. Researching

- 2.1 The same research topic and proposal can be used only once and cannot be used for the next review if there is no sufficient progress.
- 2.2 A proposal approved by Faculty of Humanities or by the university can be used as evidence only during the period specified in the proposal. In case of overlapping between the research period and the review period, the reviewee will receive a full score if the overlapping time is not less than 120 days. If the overlapping time is during 60 and 119 days, the reviewee will receive half of the full score, and if the overlapping time is less than 60 days, the reviewee will not get a point but can keep it for the next round of review.
- 2.3 Publications refers to papers or articles published in standard scholarly journals as enlisted in Thailand Citation Index (TCI) or other recognized international databases (e.g. SJR, ISI, Scopus) as approved by Commission of Higher Education (CHE). A research paper presented at a national or international conference must be published as a full text, not just an abstract or a brief report, in the conference proceedings which have an editorial board or a review committee.
- 2.4 In case that the reviewee has more than one research works, the reviewee has options either to choose the only piece that has the most progress and save the other piece(s) for the next round or to present all of them for the same

¹⁴ Starting in the academic year 1/2015 according to the university’s policy, the required English one-credit courses (205200, 205201, 205202) are no longer under the responsibility of Faculty of Humanities; therefore, the teaching of one of these courses cannot be counted under the “Teaching” category, unless it is suggested otherwise by Faculty of Humanities. This will be announced on the semester-by-semester basis. However, teaching these courses can be counted as community-service, but only eight hours is allowed for the total number of hours for community service.

review. However, the total score must not exceed 100, and the same research project(s) cannot be used for the next review without significant progress. The other piece(s) can be saved for the next round.

3. Community services

3.1 The maximum working hours per day for calculation is 6 hours.

3.2 Other types of community services include teaching the university's GE courses, hosting an academic radio show, reviewing an article or research article for publication, participating in the university's mobile unit, being a guest lecturer outside the faculty, or serving in the editorial board of a scholarly journal.

An example of how to count working hours of other types of academic services

1. Writing a 30-minute radio script and hosting it 3 working hours/show
2. Reviewing an academic paper for publication 3 working hours/paper
3. Reviewing a research paper for publication 6 working hours/paper
4. Teaching the university's GE courses or being a guest lecturer outside Humanities (count the actual hours not more than 8 hours/week/semester)
5. Participating in the university's mobile unit or being a speaker outside NU – count the actual hours but not more than 6 hours a day

3.3 Twenty (20) weeks (5 months, 4 weeks each) is used as a divider when calculating the working hours, since the evaluation process usually starts a month before completing the evaluation round (6 months).

An example of how to calculate other types of community services

In a semester, Instructor A has community service responsibilities as follows:

- | | | |
|---|------------|-----------------------|
| - Be a guest speaker (1 st time) 1 day | 6 | working hours |
| - Be a guest speaker (2 nd time) 3 hours | 3 | working hours |
| - Teach 2 groups of GE courses - 8 hours/week | | |
| 8 hours X 16 weeks | 128 | working hours |
| Total | 137 | hours/semester |

Working hours/week/semester = 137 hours/20 weeks = 6.85
hours/week/semester

So, the score received is 40 points

4. Other responsibilities

4.1 Other responsibilities include serving on different committees appointed by the university or Faculty of Humanities, being students' academic advisors or advisors of students' clubs, helping out with Humanities' or departments' activities when requested, etc. evaluated from dossiers, documents, or papers.

4.2 The number of hours for volunteer work is calculated for actual working hours but not more than 6 working hours/day

4.3 Calculation of volunteer work

- a. Serving on a committee in the university – count the actual hours but not more than 6 working hours/day
- b. Being the editor of Journal of Humanities, Naresuan University
3 working hours/week
- c. Serving as a member in the editorial board of Journal of Humanities, Naresuan University
1.5 working hours/week
- d. Being the editor of the Humanities newsletter
2 working hours/week
- e. Serving as a member in an editorial board of the Humanities newsletter
1 working hour/week
- f. Serving as an academic advisor
1 working hour/week/ 10 students
If the leftover is ≥ 5 students, one working hour can be added. For example, supervising 11 students accounts for one working hour/week, while supervising 15 students accounts for two working hours.
- g. Being an advisor of a student club
1 working hour/week
- h. Being an associate dean
5 working hours/week
- i. Being an assistant to the dean
2 working hours/week
- j. Being a department chair
5 working hours/week
- k. Being a department associate chair
2 working hours/week
- l. Being a program chair
3 working hours/week
- m. Being a member of a program committee
1.5 working hour/week

Example of how to calculate the amount of volunteer work

In a semester, Instructor A has the following work load.

1. Serve on the committee for the conference held by Humanities
 - Attend 2 meetings (3 hours each) 6 hours
 - Actual work at the conference (all day) 6 hours
 - Total 12 hours

Calculation of working hours $12 \text{ hours}/20 \text{ weeks} = \mathbf{0.6 \text{ working hours}}$

2. Academic advisor (1 hour X 16 weeks) 16 hours

Calculation of working hours $16 \text{ hours}/16 \text{ weeks}^{15} = \mathbf{1 \text{ working hours}}$

Total working hours of 1 and 2 $(0.6 + 1) = 1.6 \text{ working hour/week/semester}$

So, the score for this part is **25 points**

¹⁵ 16 is used as the divider since this work load is related to the academic semester.

- 4.4 **Academic development** includes attending a workshop, lecture, seminar/conference held by Faculty of Humanities, other work units within the university, or outside institutes which is supposed to be beneficial for improving teaching and researching capacity. (Count the actual hours of attendance but not more than 6 hours/day). The evaluation takes into account:
- a. The number of hours attending the activities above (with evidence) 25 points
 - b. Proofs of applying knowledge and skills received to work 25 points
(Proofs of applying knowledge and skills received to work include the change of details in the content or teaching and learning stated in the course syllabus, reports of change or improvement of teaching & learning procedure during the semester e.g. measurement & evaluation, teaching & learning arrangement.)